

Subject: Re: Contract for San Pedro Property Owners Alliance
From: Andrew Kasdin
Date: 12/21/2016 12:10 PM
To: Donald Phaneuf
CC: Lorena Parker <Lparker@sanpedrobid.com>, Benjamin Johnson <ben.johnson@lacity.org>

Hi Lorena,

Just checking in on the contract status. We have not yet received the signed contract back from the PBID or received your invoice. If you could provide an ETA for when these items will arrive, that would be greatly appreciated so I can help ensure your invoice gets processed.

Also, as a reminder the Final Report form attached in the prior email, as well as the economic impact report are both due to us by January 17, 2017, in order for us to ensure it gets to the funder, the California Arts Council in a timely manner.

The Final Report form was sent in PDF with the contract, and sent in a word version for you to just fill out on Nov. 29. As discussed, the economic impact report is separate from the final report, and per the contract consists of a "1-3 page narrative describing economic benefit emanating from this grant-funded stage to increase economic benefit for artists and businesses in the local community. Narrative should include attendance figures to determine the impact of programming and marketing on visitor attendance; Surveys and interviews with local businesses, artist vendors, and visitors to determine economic impact on the local community."

If you have any further questions, please do not hesitate to ask. I am on vacation from Dec. 22 to Jan. 3, but I can be reached today all day.

Wishing you a wonderful holiday season, and a happy New Year!

Best

Andrew

On Tue, Nov 29, 2016 at 11:20 AM, Andrew Kasdin <andrew.kasdin@lacity.org> wrote:

Hi Lorena,

I hope you had a great Thanksgiving. Thanks for taking the time last Tuesday to review the contract and what is needed for the Final Report. As a reminder, the deadline in the contract for the Final Report is January 17, 2017, as DCA needs to provide its own report to the California Arts Council in January, and so this information is needed to document the program activities, and to ensure we can continue to get additional CAC funding.

Attached is the word version of the Final Report so you can just fill in this form. In addition to this report, the separate narrative regarding economic impact (both for the artists, vendors, and business) listed in your contract and discussed is also required as part of the final reporting.

Should you have any further questions, please let me know. In the meantime, we will look out for your signed contract and invoice.

Thank you so much for all your hard work, and congratulations for a successful program.

Many thanks

Andrew

On Tue, Nov 22, 2016 at 3:01 PM, Donald Phaneuf <donald.phaneuf@lacity.org> wrote:

Hello Lorena,

Attached, please find the contract for the San Pedro Property Owners Alliance Artwalk series, the City's Standard Provisions for Service Contracts (Appendix A, which are attached to all City contracts), and the contract's Appendix B (Final Report). Please return three original ink signature copies of the contract signature page to my attention at:

Department of Cultural Affairs
201 N. Figueroa St., Suite 1400
Los Angeles, CA 90012

Attn: Don Phaneuf

If you would like to include your first invoice with the signature pages, please do so. I will forward it to accounting upon execution of the contract.
If you have additional questions, please contact me via email or phone at [213-202-5534](tel:213-202-5534).

Thank you.

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Andrew Kasdin
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